

REAP CEP *Perpetuate a Good Idea* Mini-Grant Program

Request for Proposals for Projects up to \$5,000

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Section 1—GENERAL INFORMATION

1.1 Background

The Resource Enhancement and Protection (REAP) Conservation Education Program has been in existence since 1989. A five-member board annually awards \$350,000 in grants for conservation education in Iowa.

The CEP Board reserves \$25,000/year for mini-grants through the CEP *Perpetuate a Good Idea* Grant Program. The CEP Board may elect to use additional REAP CEP funds to award more than \$25,000 of mini-grants, or they may elect to not spend all of the funds allotted for the *Perpetuate a Good Idea* program. As with the REAP CEP original grant program, only projects meriting funding will be awarded grants.

1.2 Program summary and expectations

REAP CEP encourages potential applicants to replicate good ideas, concepts and programs that have surfaced as a result of previous CEP grants. The goal is to use these ideas, concepts and programs to reach additional and/or different audiences in Iowa. This program may also be used to reach existing or new audiences with new

information using the procedures and concepts learned from a previously awarded grant program.

For example, a previously funded CEP program specifically targeted for one region of the state could be:

- 1) Replicated in other parts of Iowa,
- 2) Expanded to reach new audiences within the originally served area, and/or
- 3) Expanded to reach existing or new audiences with new information.

If a grant applicant wants to see a former REAP CEP-funded program established/offered in their part of the state but they are not the original grantee, the CEP Board **requires** grant applicants contact the group originally funded for this project for information and for support with the new effort. The CEP Board **encourages** applicants to partner with the group originally funded for this project.

Examples of potential grant projects include but are not limited to workshops and curriculum delivery.

If your group produces literature, please indicate a plan for distribution and/or use under the section, “Project Goals, Objectives and Action Steps.” REAP CEP discourages production of literature without an effective plan for its dissemination and use. The CEP Board encourages face-to-face distribution techniques (versus mass mailings or distribution of curricula without training). If you produce literature that is published on the web, develop a plan to advertise its availability.

All applicants are encouraged to read the REAP CEP standard RFP at www.iowadnr.com/reap/cep.html. It provides information about legislative authority, public communications, partnership and networking, evaluation expectations and other details that also apply to this program.

1.3 Who may apply

Grant applications may be submitted by institutions of higher learning, government agencies including local school districts, nonpublic schools, area education

agencies, organizations and Iowa residents. Preference shall be given to Iowa applicants.

1.4 Rejection of Proposals

REAP CEP Board reserves the right to reject any and all proposals received.

1.5 Start dates

Plan a start date no earlier than 60 days from your submission deadline. Once you learn of your award, you may choose to start your project at your own risk before you have an executed contract. In the event your contract should not be executed, you would assume full responsibility for all incurred expenses and activities.

1.6 Reporting requirements

Reporting requirements will be the same as for standard REAP CEP projects. Those requirements will be outlined in the grant agreement.

Section 2—APPLICATION PREPARATION

2.1 Application procedure/deadlines

For projects that fit the criteria for this grant program and that require \$5,000 or less from REAP CEP, applicants are required to use the mini-grant *Perpetuate a Good Idea Request for Proposals* format (Section 2.2). These projects shall not exceed 12 months in length, but should allow time to conduct outcomes evaluation (See “F. Evaluation.”).

Submit proposals by 5 p.m. Iowa time on May 15 or November 1.

For projects requiring more than \$5,000, applicants must use the standard REAP [CEP RFP](#).

2.2 Application format

Proposals must be assembled in the order A-I as described below, and submitted as described in 2.3.

To complete Forms I and II electronically, click on the following:

A. Form I-- Proposal Summary Information/Timeline Form (Cover Page)

To view the form, go to page 4.

B. Form II--Budget Summary Form

To view the form, go to page 5.

Project Narrative - The body of the proposal should be a narrative following the topics C through H below. The narrative **cannot exceed four pages**, single or double spaced. A 12 point font is required. Conciseness is welcomed.

C. Project Summary

Provide the basic idea of your proposal, including what past REAP CEP project you are planning to adapt, replicate, and/or build on and the audience to be served with this mini-grant. (Be sure to list the previously funded project by project title, name of original grantee and award date. In most cases this information may be found at www.iowadnr.com/reap/cep.html by looking under the section, “Previously Funded Projects.”)

D. Statement of Need

Explain why you have chosen to perpetuate this project. What were proven successes from the previous award? Why does the original project need to be replicated in other parts of Iowa and/or expanded to reach new audiences within the originally served area?

E. Project Goals, Objectives and Action Steps

Briefly describe your project, goals and tasks to be completed. Clearly identify:

- 1) Goals and target audience;
- 2) Measurable objectives; and
- 2) Activities to achieve each objective. Be sure to include the following:
 - Staff person responsible for each activity (Note: Staff responsibility may be conveyed by a blanket statement if there is only one staff person involved.)
 - General plan for completing each activity
 - At least one objective and/or activity devoted to public communication

F. Evaluation

Evaluation is an important part of all applications and grant reports. **Applications should state at least one output and one outcome project staff hope to achieve, and allow sufficient time to conduct output and outcomes evaluation.**

For example, an output of a teacher training workshop might be to have 35 educators participate.

Outcomes are benefits of the project. These are often more difficult to measure than outputs. One example of an outcome is any documented change that occurred in teachers or students as a result of a workshop (i.e., in a

workshop on water, an outcome may be an identified change in water usage among participants). Another example would be new concepts teachers learned at a workshop (i.e., how to test for water quality).

Applications should also explain how the evaluation results will be useful to the applicant and the project.

If you have questions on outputs and outcomes, contact Susan Salterberg, CEP Grant Monitor, at 319-337-4816 or susan.salterberg@uni.edu.

More information about evaluating outcomes and outputs is available at www.iowadnr.com/reap/cep_outcome.html.

G. Budget Narrative

Explain your budget. Matching funds plus an investment by the grantee are encouraged.

H. Project Staff

List the staff people involved in your project. Briefly identify the staff persons' name(s), training and current job duties that qualify them to perform the duties of the proposed program.

The REAP CEP Board **requires** that grant applicants contact the group originally funded for this project for information and for support with the new effort. The CEP Board **encourages** applicants to partner with the group originally funded for this project. If you are partnering with the former grant recipient, please identify key contacts and level of involvement.

I. OPTIONAL: Letters of commitment

You may include letters from partners indicating firm commitments to participation and/or funding support. E-mail letters of commitment will be accepted, with or without signatures. Preference is that they include the TO, FROM, DATE and SUBJECT portion of the e-mails.

Reminder: The Project Summary, Statement of Need, Project Goals, Objectives and Action Steps, Evaluation, Budget Narrative, and Project Staff sections (C-H) must not exceed four pages

2.3 Submitting Your Application/What to Send

- 1) **Assemble the application as outlined in 2.2 (A-I). The entire application shall be submitted as one pdf or Word document.** Pdfs are preferred.
- 2) Because photos can cause problems with the electronic submission process, it is recommended that you not include them.
- 3) **Send the application electronically (one email) to reapcep@dnr.iowa.gov.** (This email address is only for CEP application submittal. Do not use it for other CEP communication.)
- 4) **In the Subject line of the email, type “REAP CEP Perpetuate a Good Idea Proposal—(insert name of applicant’s organization; i.e., ISU).”**
- 5) Submit by 5 p.m. Iowa time on May 15 or November 1.

Within 30 minutes, you should receive an automatic response indicating that your email was received. **It is the applicants’ responsibility to ensure that the proposal arrives electronically on its due date.** If you don’t receive a response to your electronic submission, follow up by contacting Ross Harrison at 515-281-5973 or Susan Salterberg at 319-337-4816. In addition, if you are not able to create one pdf or Word document, contact Harrison or Salterberg to discuss alternatives.

Section 3—QUESTIONS

If you have questions about your proposed concept, contact any member of the REAP CEP Board. If you have procedural questions, contact Susan Salterberg, REAP CEP Contract Monitor, at 319-337-4816 or susan.salterberg@uni.edu.

Form I: REAP CEP Perpetuate a Good Idea Program
PROPOSAL SUMMARY INFORMATION/TIMELINE FORM

Go to CEP home page (www.iowadnr.com/reap/cep.html) to access forms that can be completed electronically.

Date:_____ **Project Title:**_____

Applicant's Name:_____

Street Address, City, State and Zip:_____

Financial (Chief Executive Officer/Representative) Contact:_____

Financial (Chief Executive Officer/Representative) Contact Telephone: _____ **Federal ID#:**_____

Grant Project Contact:_____ **Telephone (if different):**_____

Fax:_____ **E-mail address:**_____

Type of Organization:

<input type="checkbox"/> State Agency	<input type="checkbox"/> School District	<input type="checkbox"/> Corporation
<input type="checkbox"/> City/town government	<input type="checkbox"/> Higher Education Institution	<input type="checkbox"/> Partnership
<input type="checkbox"/> Area Education Agency	<input type="checkbox"/> Non-Profit Organization	<input type="checkbox"/> Sole Proprietorship
<input type="checkbox"/> Residential/Individual	<input type="checkbox"/> Other (please specify):_____	

Total Cost of Project: \$ _____
Request from Conservation Education Board: \$ _____
Applicant's Proposed Match: \$ _____

TIMELINE

Project Beginning Date:_____ **Project Ending Date:**_____

Projects requiring \$5,000 or less from REAP CEP shall not exceed a 12-month timeline.

This timeline should include all of the major activities of the project.

Task or Activity	Beginning Date	Ending Date	Group/Person Responsible

Typed Name of Chief Exec. Officer/Representative/Applicant

Optional: Signature of Chief Exec. Officer/Representative/Applicant

PLEASE SUBMIT the proposal electronically to reapcep@dnr.iowa.gov by 5 pm Iowa time on May 15 or November 1. In the Subject line of the e-mail, insert "REAP CEP Perpetuate a Good Idea Grant Proposal—name of applicant's organization."

Form II: REAP CEP *Perpetuate a Good Idea* Program Budget Summary Form

Go to CEP home page (www.iowadnr.com/reap/cep.html) to access forms that can be completed electronically.

Applicant Name: _____ **Date:** _____

Category and Description	REAP CEP Request	Cash Contributions	In-Kind Contributions	TOTAL Cash and In-Kind Contributions
PERSONNEL				
TRAVEL				
SUPPLIES				
OTHER				
TOTAL DIRECT COSTS				
INDIRECT COSTS (not to exceed 10%)				
TOTALS				

Directions for Completing the Budget Summary Form:

- 1) Estimate figures to nearest dollar.
- 2) Examples of fundable items include: travel (\$.39/mile for personal vehicles, more for field trip buses), supplies that are consumable during the grant period, and items needed for the approved project.
- 3) For salaries and honoraria, please indicate the hours, rate and the staff person.
(i.e., Jay Smith @ 5% FTE¹ [104 hrs.] x \$20/hr. = \$2080 + 30% FB² = \$624. Salary and FB = \$2704.)
- 4) Supplies should be as specific as possible (i.e., 20 students x \$3 of resources/student; \$10 for 200 photocopied brochures).
- 5) Other should include other expenses such as contractual, guest speaker fees, and tuition.
- 6) Examples of non-eligible items include land, outdoor classrooms, audiovisual equipment, and computer hardware.
- 7) In the "REAP CEP Request" column, list the dollar amount of your request, and in the In-Kind Contribution column, list cash and in-kind matches that are to be supplied by other source(s). Indicate whether the amounts are firm commitments or potential requests for support.

¹ Full time equivalent

² Fringe benefits

Evaluation Criteria Perpetuate a Good Idea Grant Program

I. Project Summary/Statement of Need (15 pts.):__

- The mission of this grant program is to adapt, replicate and/or build on previously funded CEP grant projects. **Is the name of the previously funded CEP project identified?** (This should include the name of the previously funded project by title, name of original grantee and award date.)
- Is the **audience** to be served by this mini-grant identified?
- Is the **success of the replicated project documented** (i.e., what were proven successes from the previous award)?
- Is the **need to replicate or expand the project clearly explained**?

II. Goals, Objectives and Action Steps (10 pts.): __

- **Is the project achievable? Are the timelines feasible?** Is the plan for completion of activities thought out?
- Does the project have merit? Will it use ideas, concepts and programs to reach additional and/or different audiences in Iowa? Or will it reach existing or new audiences with new information using the procedures and concepts learned from the previously awarded grant?
- Is a **public communications component** included?

III. Evaluation (5 pts.): __

- Does the proposal state at least **one output and one outcome** that will be measured? Are they appropriate for the project? Does the proposal state how outputs and outcomes will be measured? Does the proposal state how the evaluation results will be useful to the applicant and/or to the project?

IV. Staff Qualifications (5 pts.) : ____

- Are the staff people to be involved in the project identified? Does their **training and experience** qualify them to perform the duties of the project?

V. Funding and Budget Considerations (10 pts.) : ____

- **Is the request for funds \$5,000 or under (it must be to be eligible for this grant program)?**
- Is the budget **clear and concise? Realistic and cost-effective?**
- Does the project demonstrate the **advancement of environmental education** using REAP CEP funds?
- Are only **eligible funds** requested?
- Are strong partnerships indicated by **cash and in-kind contributions**?

VII. Format (5 pts.) : ____

- Was **all requested information included and the application format followed** (i.e., proposal summary form/timeline, budget summary form, project summary (including what past CEP project will be adapted, replicated and/or built on?), statement of need, goals, objectives and action steps, evaluation, budget explanation and project staff)?
- Is the application **clear and easy to read**, using 12-pt. type? Is the **narrative section no more than 4 pages**?

____ **TOTAL POINTS AWARDED** (Maximum score is 50.)

Scores will determine the order in which proposals are considered for funding at the REAP CEP Board Review Meeting. Grant awards will be determined by the scoring system above, as well as Board discussion and interaction with applicant at the meeting.